



# Emergency Services

19 JUNE 2020

Presented as part of the Oregon Wing  
Professional Development Workshop Series

# Welcome



## Maj Frank deBros



- CAP ES Curriculum Developer
- Master Rated ESO

## Maj Michael Zabetakis



- NESA GSAR Deputy
- Master Rated ESO

## Lt Col Edward Bos



- ORWG/IG
- Master Rated ESO

# Overview



## Week 1

- Specialty Track Overview
- Position Overview
- Annual Planning
- Integration Across Echelons

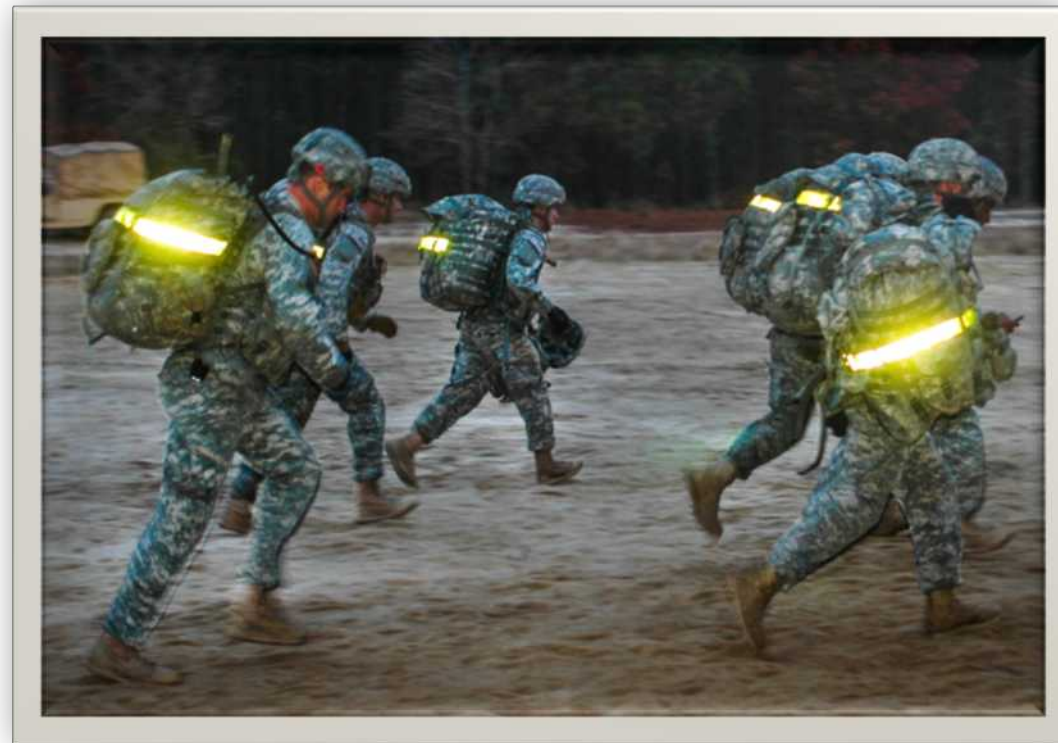
## Week 2

- Relationship Management
- Tools & Resources
  - Online Systems
- Emergency Services Training Overview

## Week 3

- Event Training Plans
- Process Improvement
- Emergency Services Awards
- Roundtable Discussion

# Questions so Far?





# EVENT TRAINING PLANS

# Types of Events





# Review of Planning Materials

## ▶ Provided for Review

- ▶ Schedule
- ▶ Training Plan
- ▶ Budget

## ▶ Also Consider

- ▶ Personnel Applications
  - ▶ Staff
  - ▶ Student
- ▶ Operations Plans
  - ▶ Staff
  - ▶ Students

# A Note on Exercise Management



- ▶ DOS &/or DOST
  - ▶ In charge of planning
- ▶ Commander &/or Incident Commander
  - ▶ In charge of overall execution
- ▶ Control Cell
  - ▶ Oversees training evolutions
  - ▶ Coordinates injects & exercise scenario
  - ▶ Adds realism
  - ▶ Adds formal observation & feedback, outside of trainees and supervisors
  - ▶ CAP doesn't have a training process
  - ▶ Consider skills training outside of CAP
    - ▶ Improv
    - ▶ Dungeon Master
    - ▶ Exercise Planning (like FEMA)





# Tie-Ins with Other Directorates

- ▶ Command Team
  - ▶ Guidance
  - ▶ Approval
- ▶ Administration
  - ▶ Processing Applications
  - ▶ In processing
  - ▶ Participation Letters
- ▶ Finance
  - ▶ Printing
  - ▶ Location Costs
  - ▶ Supply Costs
- ▶ Cadet Programs
  - ▶ Marketing to Cadets
  - ▶ Cadet ESO
  - ▶ Support for Events
- ▶ Public Affairs
  - ▶ Marketing
- ▶ Safety
  - ▶ Safety Planning
- ▶ Health Services
  - ▶ Medical Planning



# PROCESS IMPROVEMENT

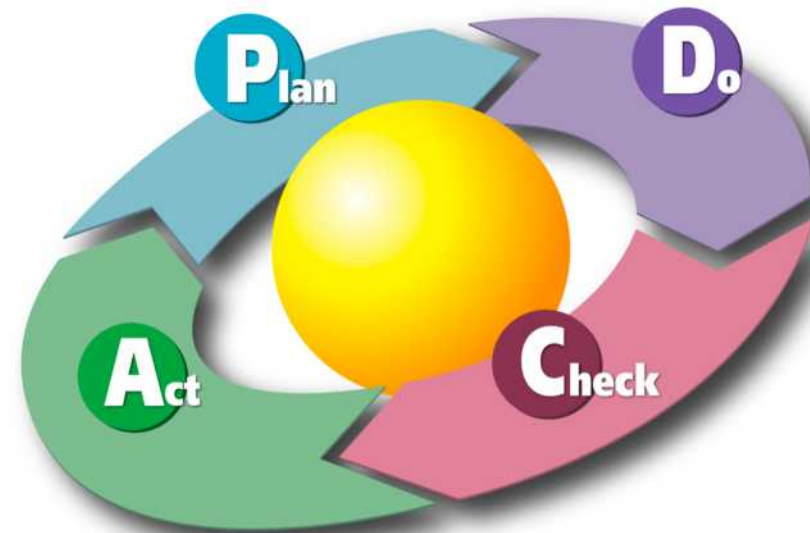
# Why Improve?



## ► Thoughts?

- Makes the job easier
- Accomplished the mission more effectively
- Uses fewer resources
- Operationalizes the Core Values

## ► Plan, Do, Check, Act



AKA the Deming Cycle

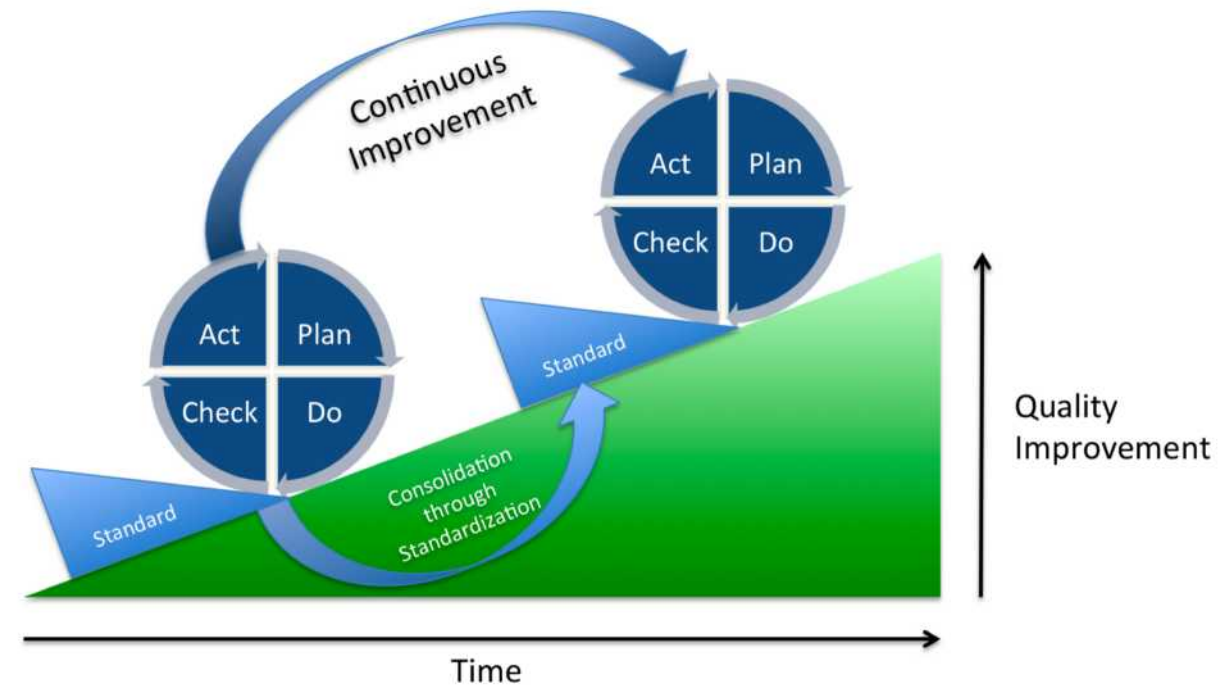


**THE DEMING  
CYCLE**  
**IN ONE MINUTE**

# Plan, Do, Check, Act



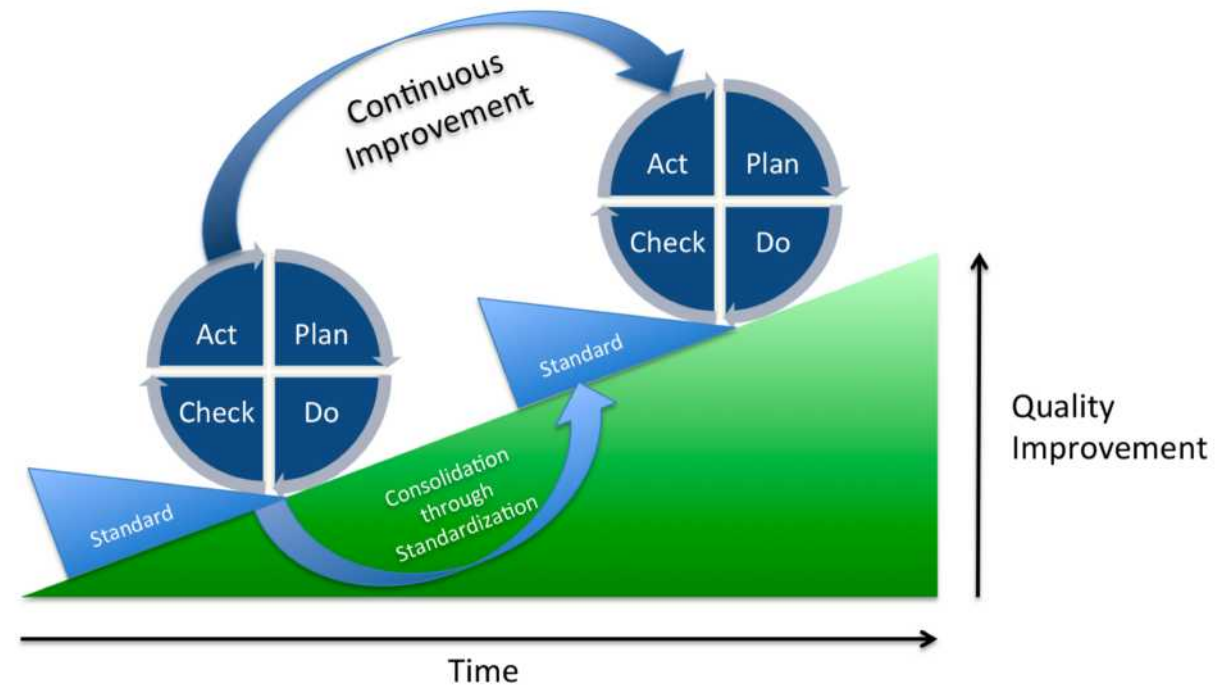
- ▶ Plan
  - ▶ Annual Plan
  - ▶ SAREX Plan
  - ▶ Annual Awards Plan
- ▶ Do
  - ▶ Execute that plan
  - ▶ Gather data as you go
    - ▶ Results
    - ▶ Problems/Opportunities
    - ▶ Anything Quantifiable



# Plan, Do, Check, Act



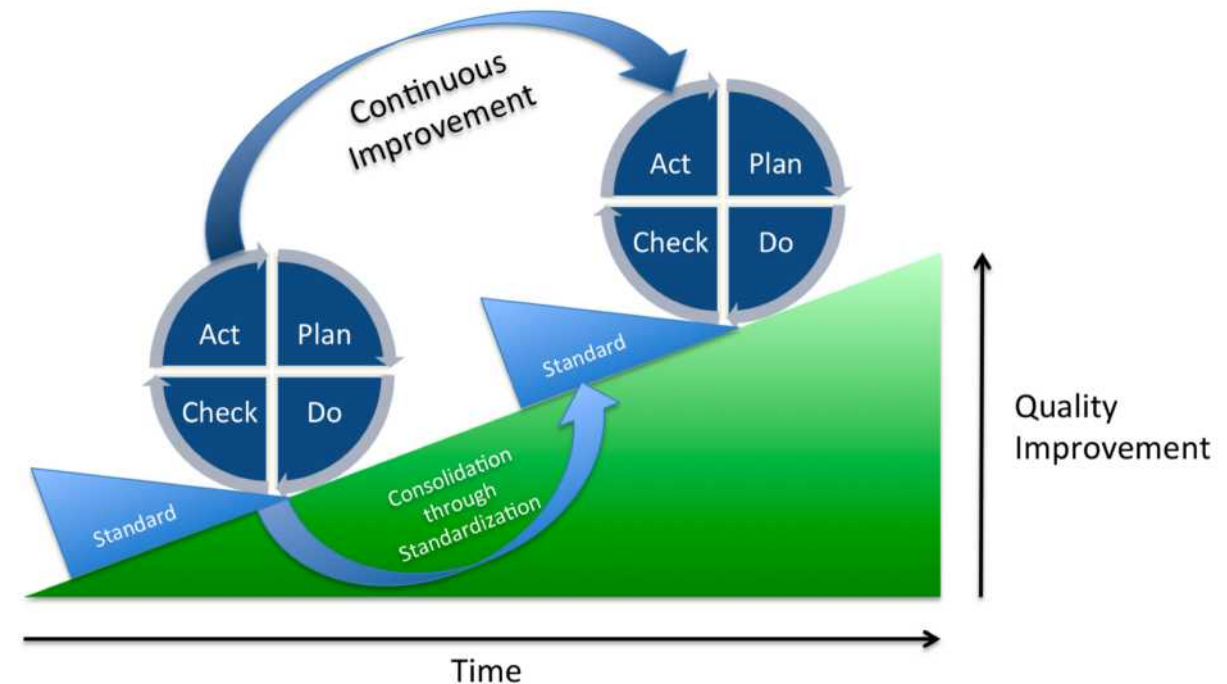
- ▶ Check
  - ▶ Evaluate those data - charts are helpful
  - ▶ Compare to desired results (Example: gap analysis/Appraisals)
  - ▶ Compare to previous cycles
- ▶ Act (AKA “Adjust”)
  - ▶ Records from the "do" and "check" identify “issues”
  - ▶ Issues may include:
    - ▶ Problems
    - ▶ Non-conformities,
    - ▶ Improvement opportunities
    - ▶ inefficiencies
    - ▶ Less-than-optimal outcomes



# Plan, Do, Check, Act



- ▶ Act (continued)
  - ▶ Root causes of such issues are investigated, found and eliminated by modifying the process
  - ▶ Risk is re-evaluated
- ▶ At the end of the Act phase
  - ▶ The process has better instructions, standards or goals
  - ▶ Planning for the next cycle can proceed with a better base-line
  - ▶ Previous issues will be avoided
  - ▶ If not, then the action was not effective



# PDCA Scenario



- ▶ Annual SARCOMP
- ▶ Plan
  - ▶ Schedule
  - ▶ Budget
  - ▶ Staffing
  - ▶ Marketing
  - ▶ Administration
  - ▶ Execution
- ▶ Do the plan & track
  - ▶ Roses & Thorns
  - ▶ Budget
  - ▶ Personnel
  - ▶ Feedback
- ▶ Check
  - ▶ Formal or Informal?
- ▶ Act
  - ▶ Set the new standard [IMPROVED!!]





# EMERGENCY SERVICES AWARDS

# ES Awards in General



## "...Of the Year"

- Colonel Edwin W. Lewis, Jr.  
Incident Staff Member of the Year Award
- Colonel Dion E. DeCamp Ground Team of the Year Award
- Norm Edwards Counterdrug Officer of the Year Award
- Col David Kantor Operations Staff Officer of the Year Award
- Lt Col T. Keith Riddle Aircrew Member of the Year Award

## Ribbons/Medals

- Search "Find" Ribbon
- Air Search and Rescue Ribbon
- Counterdrug Ribbon
- Disaster Relief Ribbon
- Homeland Security Ribbon
- Certificate for Lifesaving

## Qualification Insignia

CAP Emergency Services Patch

ARCHER Patch

Critical Incident Stress Management (CISM) Patch

Cardiopulmonary Resuscitation (CPR) Patch

Incident Commander Badge

Observer Wings

Aircrew Wings

Ground Team Badge



# “...of the Year” Awards Criteria

- ▶ CAP Members significantly to the success of CAP's emergency services and operational mission in the relevant category
- ▶ The selection is based on the member's life-time contributions to CAP, not just the member's accomplishments during the year of nomination
- ▶ Nominations should focus on recent participation and current benefits.
- ▶ Nominations describing the nominee's accomplishments and contributions will be submitted through channels in narrative form according to the timetable established
- ▶ Be sure the nomination includes the following information:
  - ▶ qualifications and participation
  - ▶ impact on region/wing programs & missions and
  - ▶ impact on national emergency services and operations programs and missions



# “...of the Year” Awards Timeline

- ▶ By 15 January. Unit commanders will submit nominations to the wing commander for consideration.
- ▶ By 15 February. Wing commanders will screen nominations from unit commanders within their wings and forward the best nominee to the region commander for consideration.
- ▶ By 15 March. Region commanders will select the best of the wing nominees and forward one nomination to National Headquarters for consideration.
- ▶ By 15 April. The National Awards Review Board at National Headquarters will screen nominations submitted by the region commanders and make recommendations to the National Commander.
- ▶ Final selection will be made by the National Commander.
- ▶ Your wing may have a different timeline, to coincide with annual conferences
  - ▶ Talk to your Personnel Officer

# “...of the Year” Awards Package



- ▶ No set form or package, as opposed to other awards (e.g., Cadet of the Year)
- ▶ Consider Including:
  - ▶ One page memo, summarizing about why nominee deserves recognition
  - ▶ Memo of support from supervisor or higher-headquarters counterpart
  - ▶ Up to three additional pages of documentation that enhance the nomination package:
    - ▶ Relevant media coverage of nominee
    - ▶ Special recognition received by nominee or nominee's unit for relevant performance
- ▶ Best practice: Submit nomination using Word document format



# Ribbons & Medals Criteria

	Initial Criteria	Clasp	Devices	Reference
Air SAR	10 Sorties	+10 Sorties	Prop Device for Aircrew	CAPR 39-3, Para 21.c.
Find	First Find	+1 Distress or +20 Non-Distress	Prop Device for Aircrew	CAPR 39-3, Para 21.d
Counterdrug	10 Sorties	+10 Sorties		CAPR 39-3, Para 21.e
Disaster Relief	5 Missions & 2 Courses			CAPR 39-3, Para 21.f
Disaster Relief with V	Presidentially Declared Disaster	+1 Presidentially Declared Disaster		CAPR 39-3, Para 21.g
Homeland Security	10 Actual Sorties	+10 Actual Sorties		CAPR 39-3, Para 21.c
Certificate for Lifesaving	Save	+1 Save	Silver Star for non-blood/organ-transport	CAPR 39-3, Para 9.h.



# Ribbons & Medals Process

	Primary Document	Supporting Document	Approval Authority	Window for Award
Air SAR	CAPF 2A	Participation Letter or Mission Documentation	Wing/CC or Designee	Within 2 Years of Act
Find	CAPF 2A	Participation Letter & Award of Find Credit	Wing/CC or Designee	Within 2 Years of Act
Counterdrug	CAPF 2A	Participation Letter or Mission Documentation	Wing/CC or Designee	Within 2 Years of Act
Disaster Relief	CAPF 2A	Participation Letter or Mission Documentation	Wing/CC or Designee	Within 2 Years of Act
Disaster Relief with V	CAPF 2A	Participation Letter or Mission Documentation	Wing/CC or Designee	Within 2 Years of Act
Homeland Security	CAPF 2A	Participation Letter or Mission Documentation	Wing/CC or Designee	Within 2 Years of Act
Certificate for Lifesaving	CAPF 120	Justification with detailed narrative	Wing/CC	Within 2 Years of Act

# Visual Aid



Air Search  
& Rescue



Search  
"Find"



Disaster  
Relief



Disaster Relief  
w/ Valor



Certificate of  
Lifesaving



Homeland  
Security



Counterdrug  
(Special Air Mission)





# Also Consider



- ▶ Silver Award of Valor
- ▶ Bronze Award of Valor
- ▶ Distinguished Service Award
- ▶ Exceptional Service Award
- ▶ Meritorious Service Award
- ▶ Commander's Commendation
- ▶ Achievement Award
- ▶ Certificate of Appreciation
- ▶ Anyone can nominate
- ▶ Recognition vital for retention
- ▶ Awards = Part of the Payoff



# Qualification Insignia Criteria

	Basic	Senior	Master
Observer Wings	MO SQTR Complete	3+ yrs & 100+ Obs. hrs	+ 2 yrs, +20 sorties (Sr), & 200+ hrs
Aircrew Wings	MS/AP/ADIS/HRO/etc SQTR Complete	Qual. above MS, 3+ yrs & 100+ Aircrew hrs	5+ MS yrs, 200+ hrs, & 20+ actual sorties above scanner
ES Qualification Badge (Seniors)	Technician Rating Awarded	Senior Rating Awarded	Master Rating Awarded
EQ Qualification Badge (Cadets)	Technician Checklist Complete	N/A	N/A
Ground Team Badge	GTM3 SQTR Complete	GTL or GTM1 SQTR Complete	GBD SQTR Complete
Incident Commander Badge	IC3 SQTR Complete	IC2 SQTR Complete	IC1 SQTR Complete
ES Patch	GES SQTR Complete + 1 additional qual.	Can be MSA, MS, UDF, GTM3, MRO, FLM, TMP, CERT, etc.	



# Qualification Insignia Criteria

	Basic	Senior
Observer Wings	MO SQTR Complete	200+ hrs, & 200+
Aircrew Wings	5+ MS yrs & 200+ Aircrew hrs	5+ MS yrs, 200+ hrs, & 20+ actual flights above scanner
ES Qu (Senior)	Rating Awarded	Senior Rating Awarded
EQ Qu (Cadets)	Technician Ch	
Ground Team B		complete
Incident Commo		IC SQTR Complete
ES Patch		can be MSA, MS, UDF, CTM3, MRO, FLM, TMP, CERT, etc.

Help Members Keep a Logbook

Prepare and Handoff Participation Letters

# Qualification Insignia Timeline



- ▶ As soon as someone is qualified
- ▶ eServices > OpsQuals > Ratings, Awards & Badges
- ▶ Ways to accomplish:
  - ▶ Member inputs, command approves
  - ▶ You input, command approves ← Best Staff Work!
  - ▶ You notify personnel, personnel inputs & command approves
  - ▶ You notify command, command inputs & approves

# Visual Aid



Observer  
Wings



Aircrew  
Wings



ES Qualification  
Badge



Ground Team  
Badge



Incident  
Commander  
Badge



Emergency  
Services Patch





# DISCUSSION

# In Summary



- ▶ Event Training Plans
  - ▶ ES Awards
  - ▶ Roundtable Discussion
  
  - ▶ Quiz available until 27 June 2020
    - ▶ [www.GirdwoodSquadron.com](http://www.GirdwoodSquadron.com)
- ▶ Afterwards, if you have further questions:
    - ▶ [mzabetakis@nesa.cap.gov](mailto:mzabetakis@nesa.cap.gov)
    - ▶ [frank.debros@gmail.com](mailto:frank.debros@gmail.com)
    - ▶ [edward.bos@orwgcap.org](mailto:edward.bos@orwgcap.org)